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A

Academic Performance Index (API) - A measurement maintained by the California Department of Education of the academic performance and growth of schools, consisting of a numeric index or scale ranging from a low of 200 to a high of 1000. A school's score on the API is an indicator of a school's performance level.

Academic Year - A period of 12 consecutive months, starting September 1 and ending August 31.¹

Active Program Approval Status – The status of being currently approved as a program sponsor to offer educator preparation programs. Active approved programs may accept new candidates in the program, recommend candidates for a credential, submit data annually, participate in the Program Review process, and participate in Site Visits.

Alternative Teacher Preparation Program - A teacher preparation program that primarily serves candidates who are the teacher of record in a classroom while still completing their pedagogical preparation for the preliminary credential. Alternative route teacher preparation programs are defined as such by the state.¹ In California, this term also refers to an intern program.

Approved Institution - A Commission-accredited institution or entity eligible to offer educator preparation for California. (See also Program Sponsor)

Assignment Monitoring – The process by which the Commission monitors the appropriate assignment of certificated employees in California schools by collecting teacher assignment data from county offices of education.

Authority - An individual or individuals to whom the institution has granted the power to manage the human and fiscal resources needed to meet all educator preparation program goals. The program authority is usually, but not always, limited to the dean at an IHE, or an associate superintendent/director of a local education agency. (See also Unit Leadership)²

¹ Source: [Title II Glossary](#)

² Source: [Common Standards Glossary \(updated 2016\)](#)



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B

Broader Educational Community - Refers to agencies, institutions, and others external to the program sponsor that are also involved with education, such as educational services, advocates, P-12 schools, IHEs, district offices, specialists, SELPAs, special education program managers, local business and industry, counseling services, social services, professional organizations, and parents.²

C

California Public Schools - Refers to public schools, charter schools, and non-public schools serving students with special needs; Public schools are assigned a CDS code from the California Department of Education (Does not include private or faith-based schools);²

Candidate - An individual participating in a credential program, including for both teaching credentials and services credentials, whether for an initial or second-tier credential or authorization.²

Certified - Refers to a California educator holding a valid credential appropriate to his/her role and/or responsibility.²

Child Development Permit - A Permit issued by the Commission that authorizes service in early childhood education programs and settings. There are multiple levels within the structure of the Child Development Permit that authorize the permit holder to provide different levels of services to young children.

Clinical Experiences - Refers to student teaching, internships, and/or clinical practice that provide candidates with an intensive and extensive culminating activity. Synonymous with Field Work. Within the field-based/clinical experiences, candidates are immersed in the learning community and are provided opportunities to develop and demonstrate competence in the professional roles for which they are preparing. Field-based experiences are provided to the candidate under the supervision or guidance of an experienced individual who has the knowledge and skills the candidate is working to attain. (See also Field Work)²



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Clinical Personnel - P–12 school personnel and/or professional education faculty responsible for instruction, supervision, support, and/or assessment of candidates during field experiences and clinical practice. (See also Clinical Experiences and Field Work)²

Cohort – A group of accredited institutions as assigned by the Commission. The cohort system provides an efficient and effective way to organize and manage the 7-year accreditation cycle of activities for the cohort member institutions.

Committee on Accreditation (COA) – A Commission-appointed group of K-12 and postsecondary educators charged with the task of deciding on the continuing accreditation of educator preparation institutions and programs, the initial accreditation of programs submitted by eligible institutions, and the comparability of national or alternative program standards with California standards of educator preparation.

Competencies - The body of knowledge, skills, and abilities that a candidate is expected to gain and demonstrate during the preparation program experience.

Community Leadership – The actions taken by the school leader to represent and promote the school, its accomplishments, and its needs to the district, the community and the public in order to accomplish the school’s vision, mission and goals.

D

Data Dashboard - A visual display of the most important information needed to achieve one or more objectives.

Data Warehouse - A relational database designed for query and analysis rather than for transaction processing to enable an organization to consolidate, organize, and manipulate data from several sources.

Deciles – A ranking system by which California schools are ranked in deciles 1 (lowest) through 10 (highest) based on performance on the Academic Performance Index (API).

Designated Subjects - A basic teaching credential that authorizes an individual to teach Adult Education, Career Technical Education, Supervision and Coordination or Special Subjects.



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Discretionary Actions - Adverse actions recommended by the Committee of Credentials to the Commission for adoption after the individual under review has been provided due process of their case.

District Intern Program – An educator preparation program approved by the Commission that is developed and implemented by a school district or county office of education. Participants in a district intern program serve as the teacher of record while completing their teacher preparation program and they receive mandatory specified guidance and supervision during this process.

E

Education Specialist Instruction Credential - The Education Specialist Instruction Credential authorizes the holder to teach in seven areas of specialization: Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, Early Childhood Special Education, and Language and Academic Development. This credential is a basic credential and does not require a prerequisite general education teaching credential. General education course work and field work are incorporated into the teacher preparation program. (See also Special Education)

English Learner – Students with a primary language other than English who have not yet attained full proficiency in English.

Enrolled Student - A student who has been admitted to a teacher preparation program, but who has not yet completed the program during the academic year being reported. An individual who completed the program during the academic year being reported is counted as a program completer and not an enrolled student.¹

Evaluate - To assess candidate knowledge, skills, and performance for the purposes of helping the candidate satisfy the relevant program competency requirements. Does not include evaluation for employment purposes; also to analyze data from multiple candidate assessments, program completer surveys, and other stakeholder surveys for the purposes of identifying program strengths and areas needing improvement.²

Excellence - Refers to academic and professional achievement of a high caliber that exemplifies exceptional professional ethics and a strong commitment to highest quality of educator preparation.²



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F

Faculty - Refers to individuals employed by a college, university, school district, county office of education, including graduate teaching assistants, and/or by a Commission-approved partnering entity, who teach one or more courses in education, provide services to candidates (e.g., advising, support), provide professional development, supervise clinical experiences, and/or administer some aspect of the educator preparation unit.²

Field-Based Experiences - Activities that take place in the public schools that allow credential candidates to practice the skills learned in preliminary preparation program coursework.

Field-Based Supervision - Refers to supervisory activities undertaken to evaluate a candidate's competence by a qualified person designated to assist a candidate in mastering the required knowledge, skills and abilities expected of the candidate, and/or to support the candidate during clinical/field-based activities. (see also Supervision)²

Field-Based Supervisor - The individual administrator from the school district who visits, observes, counsels, and/or guides credential candidates during field-based experiences.

Field Work - Refers to student teaching, internships, and/or clinical practice that provide candidates with an intensive and extensive culminating activity. Synonymous with Clinical Experiences. Within the field-based/clinical experiences, candidates are immersed in the learning community and are provided opportunities to develop and demonstrate competence in the professional roles for which they are preparing. Field-based experiences are provided to the candidate under the supervision or guidance of an experienced individual who has the knowledge and skills the candidate is working to attain. (See also Clinical Experiences)²

Fiscal Year - A period of 12 consecutive months, starting July 1 and ending June 30.

G



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H

I

Inactive Program Approval Status – The status of a program sponsor not being permitted to operate a preparation program other than to complete the preparation and recommendation of candidates already enrolled in the program and not to admit any new candidates.

Inexperienced Teacher - A teacher who has two or fewer years of teaching experience.³

Initial Certification - The first teaching license issued to an individual. The specific licenses classified as initial certification in each state are defined by the state.

Initial Institutional Approval (IIA) – The process to determine if an institution is eligible to offer a Commission approved program.

Initial Program Review (IPR) – The process of the Commission’s review of applications submitted by institutions interested in becoming Commission-accredited to offer an educator preparation program or a subject matter preparation program.

Institution - The university, college, school district, county office of education, program sponsor or other entity approved by the Commission to offer educator preparation programs. An institution may be a regionally accredited institution of higher education (IHE) or a local educational agency (LEA) approved to sponsor educator preparation program(s).²

Instructional Leadership – The actions taken by the school leader to exemplify, promote, support, and evaluate the outcomes of effective teaching and learning for all students and all grade levels served by the school.

Instructional Personnel - Individuals employed by a college or university, school district, county office of education or other approved entity who may teach one or more courses to candidates, provide services to candidates such as advising, provide professional development, supervise clinical experiences, and/or administer some aspect of the unit.²

³ Source: [2015 California State Plan to Ensure Equitable Access to Excellent Educators](#).



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Intern Teacher - A teacher of record who holds a District or University Intern Credential but who is still completing pedagogical preparation for the preliminary teaching credential.

Intern Program - A teacher preparation program offering an alternative route to earning a preliminary teaching credential in which participating candidates serve as the teacher of record while still completing pedagogical preparation for the preliminary credential.

J

K

Key Stakeholders - Refers to those having a particular interest and/or involvement in the operation and/or outcomes of the educator preparation program, and who are also impacted by and/or have a professional interest in an educator preparation program or institution, such as candidates, parents, community members, local business/industry, school employers, district/county offices, and community special education services providers. (see also Stakeholder)²

L

M

Mandatory Actions – The automatic revocation of a credential or denial of an application as a result of a criminal conviction related to specific drug or sex offense or other specified serious crimes.

Misassignment – The placement of a certificated employee in a teaching or services position for which the educator does not hold a legally recognized certificate, credential, permit, or waiver with an



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appropriate authorization for the assignment or is not otherwise authorized for the assignment under another section of statute or regulation.

Multiple Measures - Refers to multiple sources of information used to determine whether an applicant possesses the requisite characteristics, knowledge, skills and abilities required for the credential, including knowledge of and sensitivity to California's diverse population, communication skills, academic knowledge and skills in the area of the credential, and prior experiences that help document a strong potential for effectiveness as a professional educator.²

Multiple Subject Teaching Credential - The credential authorizing teaching all subjects in a self-contained K-12 classroom, usually at the elementary level. The credential also authorizes teaching in a core or team teaching setting, typically in middle school in grades five through eight, and also team teaching, which is usually found in elementary and middle schools.

N

O

Organizational and Systems Leadership – The actions taken by the school leader to understand, manage, and implement the complex set of school systems that together support teaching and learning at the school. These complex systems may include, for example, the budget, federal, state, and local laws, mandates and regulations.

Out-of-field Teacher - A teacher who holds a Limited Assignment Teaching Permit in order to teach a content area outside of his/her primary credential.³

P



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P-12 – Refers to the entire range of grades in which preschool, elementary and secondary students are enrolled, including preschool through 12th grade.²

P-12 Students - Refers to students enrolled in preschool through 12th grade.²

Partners - Refers to agencies, institutions and others who enter into a voluntary collaborative arrangement to provide services to educator candidates (for example, academic and/or credential preparation departments of colleges/universities, schools, county offices of education, and school districts).²

Pass rate – The percentage of students who passed assessment(s) taken for initial certification or licensure in the field of preparation.¹

Positive Impact on ... Teaching and Learning – Refers to having a beneficial effect on student achievement, including academic, social and/or behavioral impacts.²

Preparation Program – The organized Commission-approved set of courses, field-based experiences, assignments and assessments that comprise the preparation provided to a candidate by an entity approved by the Commission to offer educator preparation.

Private Admonition - Written warning to the credential holder that any repetition of such act or omission may result in denial, suspension, or revocation of the credential. At the time of the admonition, the credential holder's employer receives a copy of the admonition, otherwise the admonition remains confidential. The Commission and employers must expunge all records pertaining to the private admonition after three years, as long the offense does not reoccur.

Professional Development - Refers to learning opportunities for individuals to attain and develop new knowledge and skills such as inservice education, conference attendance, intra- and inter-institutional visits, fellowships, collegial work, and work in P–12 schools.²

Professional Learning and Growth Leadership –The set of actions taken by the school leader to model lifelong learning; to help teachers and others within the school community to grow and develop in the profession; and to identify and facilitate opportunities for faculty, staff, parents and others in the school community to participate in a variety of professional and personal growth activities in support of the school's educational program.

Profile - A snapshot or a quick collection of relevant information about an educator preparation program.

Program – Refers to a planned sequence of courses and/or experiences for the purpose of preparing teachers and other school professionals to work in prekindergarten through twelfth grade settings, and which leads to a credential.²



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Program Completer - An individual who has completed a credential program.² Specifically, a person who has met all the requirements of a state-accredited teacher preparation program, whether or not the individual has been recommended for the credential at the time of program completion. Program completers include all those who are documented as having met such requirements.¹

Program Instructors - The faculty (i.e., professors, adjunct professors, lecturers, and others) who teach courses in educator preparation programs.

Program Review - The process in the 5th year of the accreditation cycle where each Commission-approved program submits documentary evidence showing it is meeting the adopted program standards.

Program Sponsor – A Commission-accredited institution or entity eligible to offer educator preparation for California. (See also Approved Institution)

Program Supervisor - The individual from the preparation program who observes, visits, counsels, and/or guides candidates during field-based experiences.

Public Reproval - A public warning from the Commission that the conduct is not appropriate for a credential holder. Commission of the same or similar misconduct may result in a more serious adverse action.

Q

Qualified Persons - Individuals whose background and experience are appropriate for the role to which they are assigned and who receive initial and ongoing professional development consistent with their assigned responsibilities.²

R

Range of Students - Refers to a group of students as identified within specific program standards.²

Resources - Refers to the range of supports for programs, including financial support, information resources, technology, qualified staff, building space and materials.²



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Revocation - The termination of an individual's ability to work in a position requiring certification. Once effective, the revocation continues unless and until the Commission reinstates the person.

S

Scholarship - Refers to a process of systematic inquiry into the areas related to teaching, learning, and the education of teachers and other school professionals, including but not limited to traditional research and publication, the systematic study of pedagogy, action research, and the application of current research findings in new settings.²

School Improvement Leadership – The actions taken by the school leader to identify student and school needs, develop a data-based school growth plan, collaborate with staff and key stakeholders to identify resources to support implementation of the plan, implement and evaluate the effectiveness of the plan, document student and school outcomes as a result of the plan's implementation, and modify the growth plan as needed for continuous improvement purposes.

School Level – The organization by grade levels within schools (e.g., Elementary, Middle and High).

School Year - A period of 12 consecutive months, starting September 1 and ending August 31.

Segment –One of the four main types of entities within California's education system, including Institutions of Higher Education (IHEs) which comprise three of the four segments and K-12 school districts, or Local Education Agencies (LEAs), which comprise the fourth segment. The three IHE segments are the California State University (CSU), the University of California (UC), and Private/Independent Colleges and Universities (AICCU). Program sponsors not included within one of these four main segments are categorized as "Other."

Service - Refers to faculty contributions to college or university activities, P-12 settings, communities and professional associations in ways consistent with the individual's specialized knowledge and the institution and unit's mission as preparers of educators.²

Services Credential - A credential that authorizes an individual to provide specified services in the California public schools, such as Administrative Services, Pupil Personnel Services, School Nurse, Speech-Language Pathology, Clinical or Rehabilitative Services, and Teacher Librarian.



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Significant Experience – Refers to an extensive amount of activities, field work and/or clinical practice provided to a candidate working with the range of students in California schools relevant to the credential sought.²

Single Subject Teaching Credential - A single subject teaching credential authorizes teaching a specific subject in a departmentalized K-12 classroom, typically at the middle or secondary level.

Site-Based Supervisor - An individual from a Commission-approved program or employing district assigned to provide supervision and/or to assess candidates during field experiences and clinical practice. (not applicable to second tier credential programs)(see also Supervisor)²

Site Visit (SV) – The on-site accreditation review activities implemented by a trained accreditation team that take place at the location of a Commission-approved preparation program sponsor during year 6 of the accreditation cycle. Site visit activities include in-depth interviews of graduates, candidates, employers, program faculty and administrators. The purpose of the site visit is to gather sufficient evidence of program quality and effectiveness for the accreditation team to be able to make accreditation recommendations about the program to the Committee on Accreditation.

Special Education Teaching Credentials – Special Education Teaching Credentials, or specifically, the Education Specialist Instruction Credential, authorizes the holder to teach in seven areas of specialization: Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, Early Childhood Special Education, and Language and Academic Development. This credential is a basic credential and does not require a prerequisite general education teaching credential. General education course work and field work are incorporated into the teacher preparation program. (See also Education Specialist Instruction Credential)

Stakeholder - Any individual or institution such as a college, university, or school district that is impacted by and/or that has a professional interest in an educator preparation program or institution. (see also Key Stakeholder)²

Student - Refers to an individual enrolled in a district or county office of education preschool, kindergarten through 12th grade, or adult education program.²

Supervise - Refers to guiding, directing, and/or evaluating candidates in a credential program. (This activity does not apply to evaluation for employment purposes)²

Supervisor - An individual from a Commission-approved program and/or employing district assigned to provide supervision and support and/or to assess candidates during field experiences and clinical practice. (see also Site-Based Supervisor)²



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Supervision - Activities undertaken to evaluate a candidate's competence by a qualified person designed to assist a candidate in mastering the required knowledge, skills and abilities expected of the candidate. (see also Field-Based Supervision)²

Support - Refers to professional guidance provided by a qualified individual acting as a mentor and/or coach to a candidate in his/her early teaching or service that includes collecting and analyzing evidence relating to the candidate's competence for the purpose of helping the candidate satisfy knowledge and skill requirements. (These individuals do not supervise or evaluate the candidate.)²

Suspension - The temporary inactivation of a credential for a specified period. If a suspension is imposed, the credential holder may not work in a position requiring a credential during the period of the suspension.

T

Teacher Preparation Program - The organized Commission-approved set of courses, field-based experiences, assignments and assessments that comprise the preparation provided to a candidate for a preliminary teaching credential by an entity approved by the Commission to offer educator preparation.¹

Teacher Vacancy – Certificated positions for which a single designated employee has not been assigned for the entire year, or, in the case of a one-semester course, not assigned for the entire semester within the first twenty working days after the first day of class for students.

Traditional Teacher Preparation Program - A teacher preparation program that primarily serves undergraduate students without prior teaching or work experience and leads at least to a bachelor's degree.¹

U

University Intern Credential Program - A program which is a cooperative effort between a school district and an institution of higher education. Internship programs must be approved by the Commission prior to enrolling students and may not be available in all school districts. The program allows credential candidates to be employed while completing a credential program.



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Unit - Refers to the college, school, department, or other administrative body in colleges, universities, school districts, county offices of education, or other organizations with the responsibility for managing and coordinating all aspects of Commission-approved educator preparation programs offered for the initial or advanced preparation of educators, regardless of where these programs are administratively housed in an institution.²

Unit Leadership - Refers to individuals designated by the institution to be responsible for administering aspects of all the Commission-approved educator preparation programs offered by the institution, and who have been granted by the institution the authority to manage the human and fiscal resources needed to meet all educator preparation program goals. The program authority is usually the dean at an IHE, or a director of teacher education, district superintendent or County Office of Education Superintendent or designee. (See also Authority)²

V

Visionary Leadership – The actions taken by the school leader to develop and articulate a vision of teaching and learning for the school consistent with the LEA’s overall vision and goals, to develop a shared commitment to the vision among all members of the school community, and to implement the vision.

W

Waivers – There are two types of waivers: Short Term and Variable Term. Short term waivers may be approved at the local level to provide the employing agency with one semester or less to address unanticipated, immediate, short-term organizational needs by assigning only individuals who hold basic teaching credentials to teach outside their credentialed authorizations, with the consent of the teacher. They may be issued once to any individual teacher and only once for a given class. Variable term waivers are reviewed by Commission staff and acted upon by the Commission at a regularly scheduled meeting. They provide the employing agency up to one year for a specific period of time set by the Commission to: 1) allow individuals additional time to complete a credential requirement, 2) facilitate assignment in school programs addressing issues of educational reform, 3) allow geographically isolated regions with severely limited ability to develop personnel time to hire and



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develop personnel, or 4) obtain waivers for situations when all other hiring efforts have been exhausted.

Withdrawn Program Approval Status – The situation whereby a program sponsor permanently discontinues a previously-approved program and can only prepare and recommend candidates already enrolled in the program. A withdrawn program must complete the Initial Program Review process if the institution wants to offer that type of educator preparation program again.

[X](#)

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